



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 6:</b>	Faculty Affairs	
<b>Title:</b>	Student Opinion Survey Administration Guidelines	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
6.3	XV.A	08/2016
<b>Reference:</b>	BOR Agenda 10/2011; COHE Contract	
<b>Related Form(s):</b>		

## 1. Policy Overview & Background

1.1. In December 2005, The South Dakota Board of Regents (SDBOR) approved a recommendation from the Student Opinion Survey Task Force to select the IDEA Student Ratings of Instruction (SRI) for gathering student opinion data for use in faculty evaluation. In Spring 2006, and in tandem with the approval of the SDBOR Student Opinion Surveys Administration Guidelines, the IDEA SRI form *Student Reactions to Instruction and Courses* became SDBOR’s primary student opinion survey instrument. In Fall 2016, Regental universities began utilizing the Campus Labs (CL) mobile platform for the administration of SRI surveys.

1.2. The current agreement between SDBOR and the Council of Higher Education requires that every faculty member be evaluated annually. The major purposes of the evaluation are to determine the level of performance relative to established standards, to assess progress toward promotion and/or tenure, and to inform annual salary decisions. (Section XII: 12.2.1). In regard to student opinion surveys and their relationship to evaluations, the agreement states that “the evaluation...will include student opinion surveys...if the faculty unit member’s duties include teaching.” (Section XII: 12.2.3).

## 2. Frequency of Administration

2.1. Every instructor of record will administer either the diagnostic or short form of the student opinion survey. The minimum administration of the student opinion survey will be determined by the supervising administrator based on the following professional ranks:

2.1.1. **Tenure-Track Faculty:** Tenure-track faculty will administer the diagnostic or short form every semester in every section of every course during every term. The only exception for tenure-track faculty is for a multiple section course when multiple sections are taught by the same faculty member. In this situation a student opinion survey does not need to be administered in every section of a multiple section course. The supervising administrator will designate which section(s) of a multi-section course will be given student opinion surveys. This decision by the supervising administrator may be made at any time during the term.

2.1.2. **Lecturers and Repeating Term Faculty:** Lecturers and repeating term faculty will administer the diagnostic/short form in at least one section each year.

2.1.3. **Tenured Faculty:** Tenured faculty will administer the diagnostic/short form in every section in a given semester at least once every three years.

2.1.4. **Part-time and Occasional Term Faculty:** Part-time and occasional term faculty will administer the diagnostic/short form as needed.

2.1.5. **Additional Administration**

2.1.5.1. Department chairs/heads, deans, or the campus Vice President for Academic Affairs may require the survey of any course.

2.1.5.2. The faculty member of record may request the administration of the student opinion survey in any course that may fall outside of the minimum requirements.

2.2. **Exemptions:** The Vice President for Academic Affairs on each campus may approve course exemptions from the evaluation process (thesis, dissertation, independent study, clinical sections, special topics, capstone, practicum, student teaching, etc.).

2.3. Regardless of which rank-based rotation is employed for administering the diagnostic or short form, institutions must provide students an opportunity to provide written comments in a confidential manner.

2.3.1. The mechanism and format for providing this opportunity to students shall be approved by the Vice President for Academic Affairs on each campus.

2.3.2. Data obtained through this mechanism shall be provided to the supervising administrator and instructor of record.

### 3. Personnel

3.1. Board of Regents: The System Vice President for Academic Affairs (or designee) will serve as the SDBOR contact person for IDEA SRI.

3.2. Regental Institutions:

3.2.1. Each university will identify an individual with overall management responsibilities related to IDEA SRI. This person will serve as the primary contact person for IDEA personnel, CL personnel, and SDBOR personnel regarding the administration of IDEA surveys at the university.

3.2.2. Each university will identify a survey coordinator who is responsible for administering the university's local CL account; this individual may be the same person identified in III.B.1.

3.2.3. Each university will identify a technical coordinator who is responsible for ensuring the exchange of data between the university and CL; this individual may be the same person identified in III.B.1 or III.B.2.

#### **4. Administration Procedures**

##### **4.1. Administration Procedures**

4.1.1. Administration of the surveys must be in compliance with IDEA and university procedures.

4.1.2. Universities will develop appropriate local procedures for the overall administration of IDEA surveys, including the selection of course sections for evaluation, the transmission of data to the CL application, and protocols for survey administration.

4.1.3. The procedures developed in 4.1 will comply with the following general parameters:

4.1.3.1. Local administration procedures for IDEA surveys will maintain compliance with IDEA rules and other relevant university policies.

4.1.3.2. IDEA surveys will be administered during the last three weeks prior to the week designated for finals, or shall conclude prior to administration of the final exam for courses operating on an alternative calendar structure.

4.1.3.3. An open-ended *Comments* section will be provided in all IDEA surveys.

4.1.3.4. For Sections where class time is allotted for survey completion, the faculty member should not be present in the classroom when student surveys are in progress. Students should be given sufficient time to complete surveys thoughtfully.

##### **4.2. University Affiliation**

4.2.1. The originating Regental institution (whose faculty member is providing the instruction) is responsible for surveying all enrolled students, regardless of students' locations.

##### **4.3. Reliability Measures**

4.3.1. Each university will determine the minimum number of completed surveys needed to ensure credible data. To establish minimal reliability, IDEA recommends

that at least ten (10) surveys be submitted, or a number that accounts for at least 65 percent of enrolled students.

4.3.2. Cross-listed sections may be combined where appropriate to maximize enrollment and ensure reliable reporting.

4.3.3. Sections with fewer than 10 students enrolled at the time the IDEA instrument is to be administered will be exempt from data collection unless specifically requested by the faculty member.

## **5. Use of Student Opinion Surveys**

See Section 12.4 of the 2016-2019 SDBOR/COHE Agreement.

**SOURCE: AAC August 2016.**